ENGINEERING AND RELATED SERVICES
NOVEMBER 28, 2011

STATE PROJECT NO. H.005403
F.A.P. NO. H005403
HOOPER ROAD EXTENSION
ROUTE LA 408
EAST BATON ROUGE AND LIVINGSTON PARISHES

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

Project Manager – Mr. Nicholas Olivier, P.E.

All inquiries concerning this advertisement should be sent in writing to Alan.Dale@LA.gov.

PROJECT DESCRIPTION

The Louisiana Department of Transportation and Development proposes to improve the Hooper Road (LA 408). Currently two preliminary build alternatives are being examined. Both alternatives propose to widen Hooper Road (two lanes to four lanes) from Sullivan Road (LA 3034) to Greenwell Springs Road (LA 37/64). One alternative (Alternative A) would extend Hooper Road from Greenwell Springs Road to LA 16 in Livingston Parish. The second alternative (Alternative B) would extend Hooper Road from Greenwell Springs Road to LA 1019 in Livingston Parish. These are preliminary alternatives and may change during the NEPA process. The current Average Daily Traffic (ADT) for Hooper Road is 5,425 vehicles per day (vpd). The 2032 No Build ADT is 7,115 vpd. Depending on the Build Alternative chosen, it is projected that the 2032 ADT on the extension may approach 19,220 vpd.

SCOPE OF SERVICES

The services to be rendered for this Project shall consist of the following Stages and Parts:

Stage 1: Planning/Environmental
Part II: Line and Grade Study
Part III: Environmental Evaluation
(b) Environmental Assessment (EA)

Part IV: Conceptual Design

Items to be addressed in the EA Document

1) PURPOSE AND NEED FOR PROPOSED ACTION

The Livingston Parish area has experienced an increase in residential population which has generated additional daily traffic- most of which is commuter traffic to and from Baton Rouge. Even with recent improvements to the Magnolia Bridge and Florida Boulevard, there will still be significant congestion on traffic traveling between East Baton Rouge Parish and Livingston Parish. The purpose of this project is to add another connection between East Baton Rouge and Livingston Parishes to help alleviate this congestion. The consultant will further develop this purpose and need as part of this contract.

2) ALTERNATIVES

The two alternatives recommended by the feasibility study, and if necessary, a NEPA derived alternative will be discussed in the EA (up to four total alternatives including the No-Build Alternative). The alternatives eliminated in the feasibility study should be briefly discussed in the EA. Only alternatives that meet the project's purpose and need are considered reasonable. If any alternative is dismissed at an early stage, the reasons for the dismissal shall be discussed in the EA. The alternatives shall address the purpose and need of the project. These alternatives, including the No-Build, will be described and analyzed in the environmental document. The consultant will develop between four (4) and eight (8) typical sections and estimate the required right-of-way for each of the different alternatives. The estimated right-of-way takings will be used in analyzing the various impacts of the alternatives and for estimating costs.

3) IMPACTS

Analysis of each alternative, including the No-Build, will be made and discussed in the EA. Items to consider include, but are not limited to, traffic patterns, permits, land use, community/social, economic, historic, cultural, recreational, archaeological, noise, air, hazardous waste sites, wetlands, floodplains, farmland, and endangered or threatened species and/or their habitats. Potential mitigation measures designed to reduce or alleviate impacts will be discussed in the document.

4) WETLANDS

A Wetlands Findings Report delineating impacts to wetlands and Other Waters of the United States for each alternative will be prepared for comparison during the EA process.

Potential wetlands within the study area will be initially identified via desktop investigations using aerial and infrared photography, U.S. Fish and Wildlife Service (USFWS) National Wetlands Inventory maps, U.S. Geological Survey quadrangle maps, Natural Resources Conservation Service (NRCS) soil maps, and other available resources.

A field survey will be conducted on all alternatives, within the required ROW and/or limits of construction, whichever is greater. Wetlands will be delineated in accordance with the 1987 United States Army Corps of Engineers (USACE) Wetland Delineation Manual and the 2010 USACE Atlantic and Gulf Coastal Plain Regional Supplement. Field-delineated wetland boundaries will be documented with sub-meter capable GPS units, then mapped using current USACE GIS/wetland mapping guidelines. Field-determined characteristics and delineation data for wetlands occurring within the study area of the alternatives will be recorded on currently accepted USACE Wetland Determination Data Forms by the Consultant and provided within the Wetlands Finding Report. Ecological values and potential impact quantities for all wetlands and Other Waters of the United States identified within the study areas will be calculated in acres in the report and provided to the DOTD for use in the subsequent permit application process, which is not included in this scope.

The Wetlands Finding Report, using the latest FHWA criteria, will be submitted to the DOTD for review and comment. It will include reproducible maps and photographs of each soil sample taken during wetland delineation activities. Soil sample photographs will include appropriate Munsell soil chart pages for each sample. Quadrangle and layout maps provided in the report will depict locations of delineated wetland areas and respective project station numbers. If wetland impacts are minor and the Wetlands Findings Report small, the report may be placed in an appendix of the EA document as needed. The final document along with associated GIS files/data will also be provided to DOTD.

5) WETLAND RESERVE PROGRAM (WRP)

The consultant will coordinate with the National Resources Conservation Service to determine the location of any WRPs in the project area. All WRPs will be mapped in GIS and used as a constraint to avoid when evaluating alternatives. If the project impacts a WRP property, the consultant will notify the Department immediately.

6) ENDANGERED & THREATENED SPECIES

The Solicitation of Views response from the U.S. Fish and Wildlife Service revealed that the project area may contain threatened and/or endangered species and their habitat (specifically the red-cockaded woodpecker and Alabama (inflated) heelsplitter mussel). Furthermore, the Solicitation of Views response from the Louisiana Department of Wildlife and Fisheries revealed that the project area may contain state-listed species and their habitat (specifically the southern rainbow and southern pocket book mussels). The Consultant will confirm all federally and state-listed species within the project area prior to beginning field surveys via desktop investigations of accessible and peer-reviewed natural resource databases, queries of the Louisiana Natural Heritage database, and through coordination with the United States Fish and Wildlife Service (USFWS) and the Louisiana Department of Wildlife and Fisheries (LDWF).

The Consultant will continue coordination with USFWS and LDWF, regarding specific listed species and/or habitats which may be encountered during desktop and field surveys in order to determine potential impacts by relevant project alternatives. Coordination

with these agencies will be made through the LADOTD Environmental Section or with the expressed approval of LADOTD. Preliminary field surveys will be conducted to determine the presence or absence of potentially suitable habitat of listed species. Diving is the preferred method of mussel survey. A detailed survey protocol must be submitted to LADOTD for approval before initiation of diving.

A Biological Survey Report identifying field survey study parameters and findings concerning threatened and endangered species of the project area will be prepared and submitted to LADOTD for review and comment. Once approved, the final report will be submitted to LADOTD. Materials provided will document desktop and field survey methodologies, agency coordination and comments, as well as provide conclusions and recommendations. Maps disclosing locations of protected/listed species populations, concern areas, and/or suspected habitats which may be included in communications or documents provided to the LADOTD and regulatory agencies will not be distributed to the public, nor will these maps or report/memo wording disclosing the location of known or suspected listed species populations be included in the EA. Attempts will be made to avoid impacts to protected species or their habitats when planning the alternatives. If the presence of any state-listed species and/or habitat is confirmed by the Biological Survey Report, the Consultant will coordinate with the LDWF regarding habitat protection and potential mitigation measures. Five (5) copies of the draft Biological Survey report and two (2) copies of each revision will be submitted to LADOTD for approval. Once approved, (5) five copies of the final report will be submitted to LADOTD as well as an electronic copy in PDF format on a labeled CD.

If, through coordination with the appropriate agencies and survey results, it is determined that a Biological Assessment will be needed to quantify any project impacts to the Alabama (inflated) heelsplitter mussel, the Consultant will develop a Biological Assessment. The Biological Assessment, which will include maps showing the areas of concern to threatened and endangered species and their habitats, shall document field survey methods, agency coordination, conclusions, and recommendations. Five (5) copies of the draft Biological Assessment report and two (2) copies of each revision will be submitted to LADOTD for approval. Once approved, (5) five copies of the final report will be submitted to LADOTD as well as an electronic copy in PDF format on a labeled CD. This report will not appear in the EA.

7) ENVIRONMENTAL SITE ASSESSMENT

A Phase 1 Environmental Site Assessment (ESA) will be performed on all alternatives for this project. It will conform with ASTM Standard E 1527-05. The Phase 1 ESA will have the following four components:

- Records review (a database search report is acceptable)
- Site reconnaissance
- Interviews
- Report

The consultant will meet with the Environmental Section's Project Coordinator if Recognized Environmental Conditions (RECs) are discovered. Results of site

evaluations, findings, conclusions, and opinions concerning the site's impact will be provided in the ESA.

8) NOISE

A highway traffic noise analysis will be performed for all Build Alternatives and No Build Alternative in accordance with the following:

- Louisiana Department of Transportation and Development, Highway Traffic Noise Policy, date July 2011
- Chapter 23, Part 772, Code of Federal Regulations: Procedures for Abatement of Highway Traffic Noise and Construction Noise
- FHWA-PD96-046, Measurement of Highway Noise
- FHWA Traffic Noise Model Technical Manual and User's Guide (TNM Version 2.5)
- Highway Traffic Noise: Analysis and Abatement Guidance, dated June 2010 (Revised January 2011).

The Consultant will make 1 trip for field review and noise measurements. The Consultant will locate receivers where noise samples will be taken and locate traffic count locations, and review the plan for DOTD's concurrence at the meeting.

Four (4) copies of the Draft Noise Study shall be submitted to the DOTD's Environmental Section Administrator. Upon review, comment and approval, five (5) copies of the Final Noise Study and one (1) PDF version, shall be submitted to the DOTD's Environmental Section Administrator for distribution.

This work will include the following sub-tasks:

1) Identification of Noise Sensitive Areas: Existing permitted or programmed uses or activities which may be affected by highway noise will be identified within the project corridor.

   i) Map
   ii) Brief narrative

2) Determination of Existing Noise Levels

   i) Field Measurements: Field measurements will be taken throughout the corridor in each major segment (between major intersections). Measurements will be taken on both sides of the corridor at receiver locations approved by DOTD. Traffic counts / vehicle classification counts will be conducted simultaneously with the noise measurements. The purpose of the field noise measurements will be to determine the existing noise environment and provide a general method of corroborating noise model results.

   ii) Establish field noise measurement program:

a. Through a review of plans, maps and aerial photos and discussion with DOTD, determine preliminary locations where noise samples will be taken.
b. Locate traffic count locations
c. Prepare noise field monitoring memorandum documenting the foregoing information
d. Review with DOTD project staff
e. Revise as per DOTD comments
f. Finalize plan during field review, discuss with DOTD.

iv) Conduct field noise measurements and traffic counts and speed estimation.

v) Summarize findings for inclusion in the noise report.

3) Estimate Highway Noise for No Build Alternative
   i) Estimate existing roadway noise levels using the TNM noise model
      a. Input current horizontal and vertical roadway and receiver geometry
      b. Input traffic volume, classification and speed information (provided by DOTD) for build and design years
      c. Run and check TNM model
      d. Review results with DOTD staff
      e. Revise as per DOTD comments
   ii) Summarize findings for inclusion in the EA

4) Prediction of Traffic Noise Levels for all Build Alternatives:
   i) Estimate existing roadway noise levels using the TNM noise models:
      a. Input project horizontal and vertical roadway geometry
      b. Locate future uses not currently built, but those which are permitted.
      c. Input traffic volume, classification and speed information (provided by DOTD)
      d. Run and check TNM model
      e. Review results with DOTD staff
      f. Revise as per DOTD comments

5) Summarize findings for inclusion in the Noise Report:
   i) Evaluation of Traffic Noise Impacts:
      a. Compare existing and future noise levels with the DOTD Noise Abatement Criteria
      b. Summarize finding for inclusion in the Noise Report

6) Evaluation of Alternate Noise Abatement Measures to Mitigate Impacts
   i) Traffic management measures
   ii) Alteration of horizontal and vertical alignments
   iii)Construction of noise barriers:
      a. Determine acoustical feasibility of constructing noise barriers in the various impacted sections of the project roadway
      b. Determine the appropriate barrier length, height and location to achieve needed abatement.

c. Determine construction costs for noise barrier alternates using DOTD-provided unit cost(s).
d. Determine the reasonableness of constructing noise barriers

iv) Insulation of Activity Category D land uses facilities listed in the DOTD noise policy.

v) Acquisition of property rights to serve as a buffer zone to preempt development which would be adversely impacted by traffic noise.

7) The noise impact report will be submitted as either a technical appendix to the EA or as a separate report, at the discretion of the DOTD, for review and comment by DOTD. The report will include standard DOTD construction noise impact and control language and will include all of the TNM input values and output tables. A summary of the text will be included in the appropriate section of the EA.

9) AIR QUALITY

As the project is within a Non-Attainment zone for Ozone, a project level air quality analysis for CO will be performed, for all build alternatives, using the latest EPA models. The impact on regional air quality will also be discussed. This information will be presented in a separate technical document by the consultant.

10) CULTURAL RESOURCE SURVEY AND ARCHAEOLOGICAL/HISTORIC PROPERTIES (106 & 4(f))

All research and documentation related to preparation of a Cultural Resources Survey report, for compliance with Section 106 of the National Historic Preservation Act (NHPA) will be performed by the Consultant under this contract for up to three build alternatives.

A Phase I cultural resource survey will include an archaeological and standing structure survey of up to three build alternatives.

Phase II National Register testing may be required at the Jimmy Ott Site (16LV30). Phase II National Register testing of archaeological sites, if required, may be conducted for up to two archaeological sites (including 16LV30) under this scope (see Phase II testing below for testing limitations). Any additional testing or Phase III data recovery may be conducted under a supplement to this agreement. All coordination with the SHPO's office will be through the Environmental Section or with the express approval of the Environmental Section.

A) Determine Area of Potential Effects (APE)

The Consultant will consult with FHWA and LADOTD to develop the APE (direct and indirect) of the project. After FHWA and LADOTD have determined the APE, the agencies will consult with the State Historic Preservation Officer (SHPO) for concurrence. No Phase I cultural resources survey fieldwork survey will be conducted prior to the delineation of the direct and indirect APE. Each alignment will require an APE (direct and indirect). No archaeological fieldwork will be conducted outside of the identified direct APE.

B) Identify Known Historic Properties and Archaeological sites

The Consultant will review previous cultural resource survey reports and compile information on previously recorded archaeological sites, structures, and NRHP listed properties, on file at the Louisiana Division of Archaeology and the Louisiana Division of Historic Preservation. Historical and archival research on alternatives to be surveyed will also be conducted at this time.

C) Phase I Cultural Resources Survey

A Phase I cultural resources survey will be performed on the alignments of up to three build alternatives (see APE above) to determine the presence of archaeological sites, standing structures approaching 50 years old/older, and other places or objects eligible for listing on the NRHP. The Consultant will coordinate with LADOTD prior to the initiation of the survey. Any preservation affiliated groups expressing interest in the project should be contacted for additional information prior to survey.

a. Property Owner Contact and Permission

The Consultant will do the research necessary to obtain the names/addresses of property owners from whom additional right-of-way is anticipated to be required. The Consultant will contact and request permission from the property owners prior to accessing their property. The property owners will be informed of the need to do analysis on any artifacts recovered during survey or testing. All artifacts will be curated unless the property owner requests return of artifacts recovered from their property. If property owners do not grant access to their property, the consultant will prepare legal notification letters to the Environmental Section for further processing to these property owners.

b. Standing Structure Survey

A standing structure survey will be conducted within the APE of the project. Any structures that will meet the 50-year requirement within five years of the notice to proceed will be recorded on Louisiana standing structure inventory forms.

c. Archaeological Fieldwork Phase I survey and Phase II National Register Testing

All fieldwork for Phase I survey and Phase II testing will meet current Louisiana Division of Archaeology standards. All archaeological sites will be recorded on official Louisiana archaeological site forms. All known sites within the APE will be revisited and site update forms completed as required by the Division of Archaeology (DOA). Cultural materials (artifacts) recovered from archaeological sites will be processed and analyzed using accepted archaeological typologies and methods. According to DOA curation standards, artifacts will be catalogued and prepared for permanent curation with the DOA, or with any other repository designated by DOA. Fieldwork must determine NRHP eligibility of the site without exhausting its research potential. The Phase II fieldwork may involve the excavation of up to 4 1 x 1

m test units (or the equivalent). It is anticipated that excavation will not exceed this total for all sites identified. A transit or total station will be used to make an instrument map of the portion of the site within the required right-of-way and to lay out the test units. All material removed from the units will be screened through 1/4-in wire mesh. Diagnostic artifacts, such as decorated or rim sherds and stone tools, will be plotted individually during the excavation and assigned specific Field Specimen numbers. A 10-liter sample of soil from each level of all cultural deposits will be saved for flotation to retrieve botanical and faunal remains, as well as microartifacts. Additional soil samples will be collected from each stratum for subsequent geologic or radiometric analyses. Floor plans will be drawn of each level in all units, and photographs taken of all levels containing distinctive features. Individual features, such as postholes, trash pits, hearths, burials, etc., will be assigned a separate feature number. Each will be drawn and photographed during the excavation. If features are of sufficient size, they will be sectioned and half the fill removed. Section drawings will be produced, and then the remaining feature fill may be removed. Wall profiles for each unit will be drawn and, if possible, photographed. Once excavation is completed all units will be backfilled.

d. Processing and Analysis of Artifact

Once the fieldwork is completed the artifacts will be returned to laboratory for washing and cataloging according to the requirements of the Louisiana Division of Archaeology. The artifacts and other data recovered during the fieldwork will then be analyzed using currently acceptable scientific methods. Radiocarbon samples collected from undisturbed cultural deposits will be submitted for dating.

D) Report Preparation

The report will meet current Louisiana Division of Archaeology report standards for Phase I survey and Phase II testing. One report will be prepared that will present the finding and recommendation from all research, survey (standing structure and archaeology), and archaeological testing. It is expected that all properties approaching 50 years old/older identified will include a National Register eligibility and recommendation for future work, if necessary.

The draft Cultural Resources Survey will be submitted to LADOTD for review; LADOTD will transmit copies of the report to FHWA, SHPO, and applicable federally recognized tribes for review. Two unbound typed site forms or site update forms (for previously recorded archaeological sites) and two unbound typed Louisiana Historic Resource Inventory Forms (with original black and white photographs affixed to the forms) for each recorded standing structure will be submitted to LADOTD's Environmental Section along with the draft Cultural Resources Survey. All site forms and site update forms should be finalized prior to submittal of the final report.

Following LADOTD, FHWA, SHPO, and applicable federally recognized tribe review, the Consultant will prepare a final Cultural Resources Report. The final Cultural Resources Survey will be submitted to LADOTD; LADOTD will transmit the finals to FHWA, SHPO, and applicable federally recognized tribes.

E) Assess Adverse Effects

The Consultant will consult with FHWA, LADOTD, and the SHPO concerning the potential effect of the project on any historic properties identified in the project APE. If there is agreement that one or more properties will be adversely affected, then the Consultant will prepare Section 106 Adverse Effect Documentation. Adverse effect determination is not expected to exceed five (5) eligible properties. If more than five properties require documentation, the additional work may be conducted under a supplement to this agreement.

F) Memorandum of Agreement (MOA) for Resolution of Adverse Effects

If historic properties will be adversely affected, the Consultant will consult with FHWA, LADOTD, the SHPO, and other interested parties, such as local historical groups, to attempt to resolve the adverse effects through avoidance or some form of mitigation. If any of the historic properties are prehistoric archaeological sites, the appropriate federally recognized tribes will be consulted as well. If the adverse effects cannot be avoided, the Consultant will prepare an MOA that discusses the mitigation measures agreed upon, identifies who is responsible for carrying them out, and provides documentary evidence that the agency is following the requirements of Section 106. It is anticipated that one MOA will be prepared for the project.

11) RECREATIONAL RESOURCES (SECTIONS 4(f) & 6(f))

All publicly owned recreational and park lands, wildlife and waterfowl refuges, and all historic sites will be identified and delineated. Research, analysis, and documentation of compliance with Section 4(f) of the DOT Transportation Act will be done by the consultant. Resources built using the Land and Water Conservation funds will be identified by the consultant. If such resources are present, the consultant will prepare all documentation for the coordination with the appropriate agencies.

12) PUBLIC MEETING

Up to two Public Meetings (one in East Baton Rouge Parish and one in Livingston Parish) will be required for this project. All arrangements for the Public Meeting(s), including location, time, handouts preparation of notices, preparation of appropriate exhibit and technical presentations will be made by the consultant but subject to the Department's Environmental Section review and approval. Upon the Department's approval of the notice, the consultant will advertise the notice of the Public Meeting(s) in the local newspaper(s) as well as other media agreed upon by the Department. Actual conduct of the Public Meeting(s) will be by the consultant. The consultant will have knowledgeable informed staff present at the Public Meeting(s) to address the queries of the public in regards to environmental, engineering, and other project related issues. As the purpose of the Public Meeting(s) is to assist the public in understanding how the project fits into and impacts their community, exhibits aiding in the visualization of the

project at the Public Meeting(s) will be the responsibility of the consultant. The consultant will record and prepare a verbatim transcript of the Public Meeting(s). The consultant will develop between four (4) and eight (8) typical sections and estimate the required right-of-way for each of the different alternatives. Exhibits depicting the alternatives and estimated right-of-way takings will be prepared for the Public Meetings. One exhibit shall depict the entire project area at a scale of approximately 1 inch = 75 feet.

13) OTHER

Other items that will be evaluated and coordinated with appropriate agencies include, but are not limited to: prime farmlands, sole source aquifers, 100 year floodplain, and water wells. Some of these items utilize standard forms; other coordination is by letter or applications. Items of special or local interest should be noted and evaluated within the context of this project. The Consultant will evaluate this project with respect to the DOTD's Complete Streets Policy.

14) REVIEW OF DRAFT EA

The EA shall be written in accordance with FHWA's guidelines. Copies of the review document will be provided to DOTD's Environmental Section for their review, comment, and distribution. All comments will be addressed by the consultant prior to the Environmental Section issuing approval to print the EA for public distribution. The distribution of the Draft EA will be the responsibility of the consultant. The Environmental Section's project coordinator will provide the consultant with the basic mailing list to be used for distribution of the Draft EA. The consultant will expand upon this basic list to develop a project specific distribution list.

15) EA DOCUMENT

The EA document will be typed and single spaced on 8.5 x 11 inch paper with inside margins of no less than 1 inch. All pages will be numbered. Photographs, plans, maps, drawings and text must be clear and clean with typed or mechanically lettered captions. Exhibits utilizing the 8.5 x 11 inch format are preferred but 11 x 17 inch folded pages are acceptable. The consultant's name and logo shall not appear on the cover of the document. They can appear on the inside cover sheet in a size not to exceed the Department's name and logo. A copy of the EA and EA with FONSI will be provided in the pdf file format.

16) PUBLIC HEARING

After approval by the Department's Environmental Section and FHWA, the EA will be made available to the public and to two Public Hearings (one in East Baton Rouge Parish and one in Livingston Parish) will be scheduled. All arrangements for the Public Hearings- including location, time, handouts, and preparation of exhibits and technical presentations will be made by the consultant (subject to the Environmental Section's approval).The consultant will advertise the notice of the Public Hearings to the local newspaper(s) as well as other media agreed upon by the Department. Actual conduct of the Public Hearings will be by the consultant. Preparation of a handout for distribution to interested stakeholders present at the hearings will be the responsibility of the consultant.

This handout shall be submitted to the Environmental Section's project coordinator at least one month prior to the scheduled Public Hearings. The consultant will have knowledgeable, informed staff present at the Public Hearings during the entire duration of the Hearing to address the queries of the public in regards to environmental, engineering, and other project related issues. The consultant will record and prepare a verbatim transcript of the Public Hearings. Exhibits depicting the alternatives and estimated right-of-way takings will be prepared for the Public Hearings. One exhibit shall depict the entire project area at a scale of approximately 1 inch = 75 feet.

17) PUBLIC HEARING(S) AND ENVIRONMETNAL DOCUMENT COMMENTS
All comments received during the comment period on the EA including those received at the Public Hearing(s), will be addressed in the Final EA document by the consultant. After approval by the Department's Environmental Section of the final document and issuance by FHWA of a FONSI, the EA with FONSI will be distributed by the consultant. The Environmental Section's project coordinator will provide a basic mailing list to be used for distribution of the FONSI. The consultant will expand upon this basic list to develop a project specific distribution list.

18) MEETINGS WITH PUBLIC OFFICIALS
The consultant will hold up to eight (8) meetings with the project team, city and/or parish public officials or other entities as necessary. In addition, the consultant will hold one public officials meeting before each pair of Public Meetings/Hearings.

19) CONCEPTUAL STAGE RELOCATION PLAN- The Consultant will prepare a Conceptual Stage Relocation Plan, for each alternative, in accordance with the requirements of the DOTD's Office of Right of Way Operations Manual and 49 CRF Part 24 § 24.205a. The results of the plan will be summarized in the EA. The Consultant will contact DOTD Real Estate personnel prior to preparing the CSRP to discuss protocol. The scope of the plan will include:

a) An estimate of the number of households to be displaced including information such as owner/tenant status, estimated value and rental rates of properties to be acquired, family characteristics, and special consideration of the impacts on minorities, elderly, large families, and persons with disabilities when applicable. Environmental Justice Considerations will also be reviewed.
b) The type of dwelling (mobile home, frame, brick) to be acquired or adversely impacted.
c) The location and quantity of available comparable replacement housing; if none is available, the estimated cost to build new housing; or whether any displacements have sufficient remainder on which to move or build. Should comparable replacement housing not be available, other methods in addition to new construction, will be evaluated as part of a possible Housing of Last Resort program as provided for under Section 206A of the Uniform Act.
d) The location and types of businesses, farms, and non-profit organizations to be displaced, the race of the owner, estimated number of employees, by race, bypassed businesses if applicable, and a listing of available commercial buildings and sites.

e) An estimate of the availability of replacement business sites. When an adequate supply of replacement business sites is not expected to be available, the impacts of displacing the businesses will be considered and addressed. An analysis of business moving problems for those displaced businesses which are reasonably expected to involve complex or lengthy moving processes or small businesses with limited financial resources and/or few alternative relocation sites will be included.
f) The functional replacement of a publicly-owned facility, if applicable, and the existence of publicly-owned recreation lands.
g) The estimated costs of relocation assistance.
h) Consideration of any special relocation advisory services that may be necessary from the displacing Agency and other cooperating Agencies.

The data collected for the plan will be from secondary sources and field observations. Interviews will not be conducted with those families and businesses potentially affected by the various alternatives.

The Consultant shall develop a preliminary cost estimate for each project alternative. The project costs will include estimates for all right-of-way acquisition costs. Estimates for right-of-way will include all land and improvements situated within the proposed right-of-way (all alternates considered). Additionally, the right-of-way estimate should include the estimated cost for land as well as improvements not in the required area, but possibly impacted by the proposed project. The right-of-way cost estimate should take into consideration damages, etc. that may accrue due to the proposed project (all alternates considered). Refer to the Real Estate Needs Checklist for Stage 1 Cost Estimates and Stage 1 Cost Estimate Appraiser Checklist.

LINE AND GRADE

A Stage 0 study was previously prepared for the project and will be provided to the consultant for their use. The consultant will be responsible for undertaking the line and grade study which will include, but not be limited by, the following:

1. Review and verification of design criteria established in the Stage 0 study (including but not limited to)
    a. Design class and design speeds
    b. Lane widths
    c. Minimum horizontal curvature
    d. Maximum and minimum side slopes
    e. Horizontal and vertical clearances
    f. Maximum roadway grade
2. Review and verification of typical roadway and bridge sections established in the Stage 0 study
3. Factors for design consideration
    a. Alignment development in accordance with Department standards
    b. Required lane configuration for an acceptable Level of Service
    c. Develop horizontal geometry

d. Develop vertical geometry and set minimum roadway grade
e. Identify major drainage structure locations
f. Establish approximate Right-of-Way limits
g. Develop a list of impacted improvements
h. Refine and verify cost estimates for Right-of-Way, Utility relocations, and construction established in the Stage 0 study

4. Horizontal alignment
    a. A preliminary horizontal alignment study will be prepared for each alternative. The alignment should consider major utility conflicts, major drainage structures, existing roadway/bridge geometry, superelevation, and sight distance issues. The final refinement to the alignment will be adjusted based on a constructability review. The final alignment should consider:
        i. Existing roadway and bridge conditions
        ii. Maintenance of traffic
        iii. Location of utilities
        iv. Environmentally sensitive areas
        v. Topographical features
        vi. Developed properties
        vii. Urban constraints
        viii. Railroad crossing
    b. A plan view of each horizontal alignment will be prepared on aerial photography. The following geometric data will be displayed on the plan:
        i. Curve lengths (L)
        ii. Tangent lengths (T)
        iii. Curve radii (R)
        iv. Superelevation rates and transition lengths
        v. Estimated R/W limits, existing and required
        vi. Control of Access limits (if applicable)
        vii. Intersection and/or schematics
        viii. Baselines and stationing
        ix. New edge of pavement and shoulder lines
        x. Curb lines
        xi. Lane and shoulder dimensions
        xii. Bridge limits
        xiii. Existing and relocated utilities, as known
        xiv. Major drainage features, if any
        xv. Railroads
        xvii. Signalized intersections
5. Vertical Alignment
    a. A vertical alignment study will be prepared for each alternative. The vertical alignment should consider above ground and below ground utilities, major drainage or structure locations, overpass clearances, etc.

b. A profile view of each vertical alignment will be prepared on aerial photography. The following geometric data will be displayed on the profile
    i. Vertical grades
    ii. P.V.I. locations
    iii. Length of Vertical curve (V.C.)

TRAFFIC/GEOMETRICS

1. Project Research

The Consultant shall use the twenty-four (24) hour machine traffic counts and peak period turning movement traffic counts from the Traffic Impact Analysis within the study area for the Hooper Road Extension "Stage 0" Feasibility Study. These manual turning movement counts and machine tube counts include vehicle classification (percent passenger cars, medium trucks (2 axle, 6 tires) and heavy trucks). The Consultant will use year 2032 counts data.

Any historical traffic data available within the study area shall be provided by the Louisiana Department of Transportation and Development (DOTD) and East Baton Rouge & Livingston Parishes.

Existing Traffic Signal Inventory (TSI) forms shall be obtained by the Consultant from the DOTD District 61 & 62 Traffic Operations Groups to provide existing operational parameters of existing traffic signals within the study area. Any plans, or access to such plans, for upgrades to the subject traffic signals will also be provided to the Consultant. In addition, the Consultant will be allowed access to all as-built highway plans and aerial photography by DOTD within the limits of the study area.

Deliverables: The data given by DOTD and collected by the Consultant. It should be in an easily read format and organized.

2. Traffic Analyses

Intersection and Segment Roadway Traffic analysis will be performed for both the AM and PM peak hours for the following scenarios:

A. Design Year 2032 – Build (Alternative A)
B. Design Year 2032 – Build (Alternative B)

All analyses will be performed using Synchro 7.

The intersections connecting the Hooper Road extension to LA 64 and LA 16, as well as the intersection of the Hooper Road Extension and LA 3285 should have at least three intersection alternatives.
Intersection alternatives may include but are not limited to:
• For Alternative A, one of the intersection design alternatives considered for Hooper Road Extension at LA 16 must be an at grade half interchange
• Superstreets (j-turns)

• Traditional signals

Proposed intersections on LA 408 Extension between the connections with LA 64 and LA 16 should have at least three alternatives including but not limited to:
• Grade separated overpasses

Deliverables:
• Comparison chart with AM and PM delays for each approach of each signalized and unsignalized intersection of each alternative
• Synchro Files

3. Draft Report

Upon completion of all tasks described above, a draft Traffic Study report, including summary tables and figures, will be provided to document all findings and recommendations of the study. Findings of the traffic study will be incorporated into the Stage 1 Environmental Assessment Report. The Consultant will provide the draft Traffic Study for review. Upon review and approval, the Consultant will provide five (5) copies of the final Traffic Study report signed and sealed by a licensed professional engineer. Appropriate portions of this report will also be included in the final Environmental Assessment Report. Electronic versions of the reports will also be provided.

Deliverables:
• Draft Traffic Study
• Five (5) copies of the final Traffic Study report signed and sealed by a licensed professional engineer

4. Vissim Animation

The Consultant shall use VISSIM to develop animations of the proposed alternatives for both the AM and PM peak. (No calibration is required)

Deliverables: AM and PM Windows Media Player videos of proposed alternatives.

5. Cost Estimate

The Consultant shall develop a preliminary cost estimate for each proposed project concept. The project costs will include comparisons of cost of control of access, construction, maintenance, and mobility.

Deliverables: Comparison chart for each alternative with intersection delays, maintenance cost, construction cost, right-of-way cost, safety benefits (combined CMF's), and travel time north bound and south bound on the proposed extension of LA 408.

BRIDGE DESIGN

1. The following bridge tasks shall be performed under this contract:

    a. *Task 1*:

Review Stage 0 report and update design criteria.

    b. *Task 2*:

Apply current design criteria and all applicable geometric and environmental constrains and refine the structure geometry. Provide the Line and Grade study (or Plan and Profile sheet) that shows the bridge locations (beginning and end of bridge), required vertical and horizontal clearances, and proposed superstructure types.

    c. Task 3:

Review Stage 0 cost estimate and provide refined construction cost estimate for each structure. Provide engineering cost estimate.

2. Information provided by DOTD

Stage 0 report
Access to DOTD information

3. Consultant Submittals

The following information shall be included as part of the project submittal:

a. Design Criteria
b. Updates to Stage 0 analysis results
c. Line and Grade Study (or Plan and Profile sheets) shows the bridge locations (beginning and end of bridge), required vertical and horizontal clearances and proposed superstructure types
d. Construction cost estimate for each structure
e. Engineering cost estimate

MISCELLANEOUS

The consultant shall notify the Department's Environmental Section a minimum of two (2) weeks prior to any field work. The consultant shall notify the Department's Environmental Section when field work begins and ends. The consultant will also update the Department's Environmental Section bi-weekly as to their progress in the field.

All reference materials utilized will be noted and an accurate and complete bibliography supplied to the Department with the draft and final documents. Accessibility and location of all reference material or otherwise not easily accessible material will be noted (i.e., library location, etc.). Utilization of unpublished material or otherwise not easily accessible material will be specifically coordinated with the Environmental Section prior to its use in the document.

The Consultant will use Geographic Information Systems (GIS) to illustrate characteristics of the study area and to assist in the assessment of the effects of alternatives under consideration. The Consultant will compile metadata files for data

used in the project and develop metadata files for new data layers in accordance with the Content Standard for Digital Geospatial Metadata, Vers. 2 (FGDC-STD-001-1998), the federal Metadata standard. Aerial photography will be the preferred base map for exhibits to be used both in the EA and for presentation during the public meetings and hearing. This map will be used to overlay environmental constraints and environmentally sensitive areas located within the study area. Readily available data and field-determined data will be mapped and collected for use in describing the existing conditions in the study area and to provide a baseline condition against which future impact projections will be based.

On all correspondence with the Department, the consultant will use applicable state project number, along with the project name, route number, parish, and federal aid project number. The consultant shall provide the Project Manager with a monthly progress report. The report will include the estimated and actual date of completion of each task to be performed. The consultant will send invoices to the Project Manager monthly. The consultant will use the Department's standard form for invoicing.

Deliverables

The month and year of the submittal will be identified on the report cover and on the transmittal document for all versions. The only deliverables that will be identified as "DRAFT" or "FINAL" are the Draft and Final EA documents. The Consultant will prepare a draft and a revised version(s) of each deliverable that addresses one consolidated list of comments on the deliverable, which has been compiled and/or approved by the Client for incorporation by the Consultant. Up to the noted number of copies of the following deliverables will be provided during the contract performance period.

Description	**Draft Copies**	**Estimated Revised Copies***	**Final Copies**	**PDF on Labeled CD/DVD**
Work Plan & Schedule			**3**	
Design Criteria	**1**		**1**	
Bridge and Roadway Typical Sections	**16**		**16**	
Conceptual Alternatives' Geometric Layouts	**1**			
Alternatives Analysis Memorandum	**3**	**2**	**10**	
Engineering Report	**5**	**2**	**5**	**1**
Wetlands Finding Report	**5**	**2**	**5**	**1**
Biological Field Survey Report	**5**	**2**	**5**	**1**
Biological Assessment	**5**	**2**	**5**	**1**
Phase I ESA Report	**4**	**3**	**5**	**1**

Traffic Noise Analysis Protocol	**1**			
Noise Study	**4**	**3**	**5**	**1**
Air Study	**4**	**3**	**5**	**1**
Cultural Resources Phase I Report	**5**		**5**	**1**
Cultural Resources Site Form			**2**	**1**
Cultural Resources Standing Structure Form			**2**	**1**
Curation Box				**1**
Conceptual Stage Relocation Plan	**3**		**3**	**1**
4(f) Statement	**20**		**20**	**1**
Draft EA Document	**15**	**15**	**up to 70**	**5**
Final EA/FONSI Document	**15**	**15**	**up to 70**	**5**
Visual Renderings	**2**	**2**	**2**	**1**
Public Meeting Summary/Transcript	**4**		**50**	**1**
Public Hearing Summary/Transcript	**4**		**50**	**1**

*Consultant will revise as often as needed until correct.

ELECTRONIC DELIVERABLES

The Consultant hereby agrees to produce electronic deliverables in conformance with "DOTD Software and Deliverable Standards for Electronic Plans" as outlined at http://www.dotd.louisiana.gov/highways/project_devel/design/electronic_standards_disclaimer.asp. The Consultant shall download and apply the latest CAD standards. The Consultant hereby agrees to install incremental updates to software and CAD standards as instructed by the Project Manager. Such updates will not have a significant impact on the development time or delivery date for project plans, or require the Consultant to purchase additional software. Prior to proceeding with plan development, the Consultant shall contact the Project Manager for any special instructions regarding updates to standards or project-specific requirements if this information has not already been provided.

In the event that any electronic standard conflicts with written documentation, including DOTD plan-development manuals, the electronic standard typically governs. The Consultant is responsible for contacting the Project Manager should questions arise.

Plan deliveries shall be made on CD or DVD media and labeled with media-compatible indelible ink on separate lines as follows:

State Project Number
"Final Plans Submittal", "60% ACP Submittal" (or other milestone)
"Electronic Deliverables"
Consultant Firm Name

The CD/DVD shall be delivered with a signed cover letter that includes, among the formalities, a deliverable "hash" code that is documented in a report generated by the ControlCAD Indexer Submittal tool. The hash code is used to verify that the CD is authentic. At any stage of the plan development process, the Project Manager may require plan delivery by other methods including, but not limited to, upload to the DOTD ProjectWise repository.

The prime Consultant is responsible for ensuring that Sub-Consultants are prepared to produce electronic deliverables in conformance with DOTD electronic standards for plans.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's must ensure quality and adhere to established design policies, procedures, standards and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

SERVICES TO BE PERFORMED BY DOTD

In addition to any services previously indicated to be performed by the DOTD, the following services and data shall also be provided, if available.

a. Stage 0 Feasibility Study – Hooper Road Extension, East Baton Rouge and Livingston Parishes, LA, State Project No. H.005403, August 2011
b. Logical Termini for Environmental Assessment, H.005403, Hooper Road Extension, August 30, 2011
c. Solicitation of Views (SOV) and responses, September 21,2011

CONTRACT TIME

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-to-Proceed (NTP) from the DOTD and shall be completed within **365 calendar days**, which includes review time. The delivery schedule for all project deliverables shall be established by the Project Manager.

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be actual cost plus a non-negotiated fixed fee of **$107,597**, with a maximum compensation limitation of **$891,257**.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

a. AASHTO LRFD Bridge Design Specifications
b. AASHTO/ASTM Standards and/or DOTD Test Procedures
c. DOTD Standard Specifications for Roads and Bridges
d. DOTD Roadway Design Procedures and Details
e. Manual on Uniform Traffic Control Devices (Millennium Edition)
f. DOTD Traffic Signal Design Manual
g. National Environmental Policy Act (NEPA)
h. National Electric Code
i. DOTD Environmental Impact Procedures (Vols I-III)
j. Policy on Geometric Design of Highways and Streets
k. Construction Contract Administration Manual
l. Materials Sampling Manual
m. DOTD Bridge Design Manual
n. Consultant Contract Services Manual
o. Geotechnical Engineering Services Document
p. AASHTO Manual for Condition Evaluation of Bridges
q. Manual for Maintenance Inspection for Bridges
r. Bridge Inspectors Reference Manual
s. AASHTO Manual for Condition Evaluation and Load and Resistance Factor Rating (LRFR) of Highway Bridges
t. DOTD LRFD Bridge Design Manual (Including Technical Memoranda)
u. Subsurface Investigations Manual, Publication No. FHWA HI-97-021, Nov. 1997;
v. Manual On Subsurface Investigations, Published by AASHTO, 1988;
w. AASHTO Standard Specifications for Transportation Materials and Methods of Sampling and Testing, PART I – SPECIFICATIONS and PART II – TESTS, current edition;
x. ASTM Procedures and Regulations, current edition;
y. Earth Retaining Structures, Participants Manual, FHWA-NHI-99-025, 1999;
z. Earth Retaining Systems, Geotechnical Engineering Circular No. 2, Publication No.FHWA-SA-96-038, February 1996;
aa. Design of MSE Walls and Reinforced Slopes, FHWA NHI-10-024 Vol. I and NHI-10-025 Vol. II, 2009;
bb. Geotechnical Instrumentation Manual, Publication No. FHWA HI-98-034, October 1998;
cc. Drilled Shafts: Construction Procedures and LRFD Design Methods, Publication No. FHWA-NHI-10-016, May 2010;

dd. Soils and Foundations Workshop Manual, Publication No. FHWA NHI-00-045, August 2000;
ee. Geosynthetic Design and Construction Guidelines Manual, Publication No. FHWA HI-95-038, April 1998;
ff. Ground Improvement Technical Summaries, DP 116, Publication No. FHWA-SA-98-086;
gg. Design and Construction of Driven Pile Foundations Reference Manual, Volumes 1 & 2, Publications No. FHWA-NHI-05-042 and FHWA-NHI-05-043, 2006;
hh. Soil Nail Walls, Geotechnical Engineering Circular No. 7, Publication No.FHWA-IF-03-017,March 2003;
ii. Soil Nailing Field Inspectors Manual, (DP 103), Publication No. FHWA-SA-93-068, April 1994.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant must be professionally competent in the preparation of NEPA documents.
2. At least one Principal or other Responsible Member of the Prime-Consultant must have completed the "NHI course No. 142005, National Environmental Policy Act (NEPA) and Transportation Decision Making," or an equivalent course and must have a minimum of five years experience in the preparation of NEPA documents (including Environmental Assessments) in accordance with the National Environmental Policy Act (NEPA) for the FHWA.
3. In addition to the above requirements, the Prime Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
   a. One Environmental Professional with a minimum of three years of experience with highway traffic noise analysis.
   b. One professional with a minimum of five years experience in performing Wetland Delineations (or Findings), possess a degree in Natural Science or a related field, and have completed a Wetlands Delineation Training Course that meets the criteria of the Corps of Engineers.
   c. One Principal Investigator who meets the Archaeologist Qualifications as published in the Louisiana Register dated April 20, 1994, must have completed the course on Section 106 of the National Historic Preservation Act offered by the Advisory Council, or its equivalent training, and possess a minimum of five years experience in Section 106 documentation.
   d. One Professional for the standing structures work, meeting the Secretary of Interior's Qualifications for historic preservation.
   e. One real estate professional responsible for the preparation of a Conceptual Stage Relocation plan.

f. Two (2) Registered Professional Civil Engineers in the State of Louisiana, one with at least five (5) years experience in Roadway Design and one with at least five (5) years experience in Bridge Design with corresponding support staff.
g. A minimum of one PTOE registered in the State of Louisiana, with at least five years of traffic analysis experience with signal warrants and signal timing, and a corresponding support staff.
h. A responsible member with a minimum of five years experience in traffic counting and speed data collection.

Certifications of Compliance must be submitted with and made part of the Consultants Standard Form 24-102 for all Personnel Requirements listed herein.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6; ******
5. Consultant's current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4;

****** The NEPA Studies (EN) performance rating will be used for this project.

Complexity Level (**moderate**)

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Alan Dale – Ex officio

2. Nicholas Olivier – Project Manager
3. Shawn Luke
4. Brent Waguespack
5. Xuyong Wang
6. Bobby Lott

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of $1,000,000. The Prime-Consultant may require the

Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped "original"**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's SF 24-102 must be firmly bound to the Consultant's SF 24-102. In Section 9, the Consultant's SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with **State Project No. H.005403,** and will be submitted **prior to 3:00 p.m. CST** on **Thursday, January 5, 2012** ~~**Monday, December 19, 2011**~~, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Alan Dale, P.E.
Contracts Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1401

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.